

**BOARD OF EDUCATION GUIDELINES FOR PUBLIC COMMENT
SEPTEMBER 21, 2005**

All persons who wish to speak will be treated in a fair and equal manner; therefore, the Board has set the following guidelines for the public comment period.

1. Persons who wish to speak are asked register on the sign-up sheet at the door.
2. The total time allotted to public comment is 55 minutes. The Board wishes hear as many speakers as possible during that time, so please abide by the time limit.
3. Speakers must limit their remarks to two (2) minutes each.
4. A signal (audible and visual, as appropriate) will be given when a speaker's two-minute time limit has expired.
5. When your time is up, please close your remarks promptly.
6. In the event that more persons sign up than the 55-minute time period allows, the president of the Board reserves the right ask all speakers to form into like-minded groups. Each group will be asked to select three representatives who will then be invited to express the views of the group. Each representative will be given five minutes to state his/her group's views (giving each group a 15-minute time limit).
7. Speakers may distribute written copies of their comments, if they wish.

Thank you for your cooperation.